

**PHASE 1 CHECK-IN REQUIREMENTS**

- *Phase 1 check-in covers activities required to perform CNIC work on NMCI computers.*
- *Requirements are listed in the order most likely to ensure that IT connectivity & workspace/ equipment set-up will be accomplished before you arrive on site.*
- *All Phase 1 check-in activities should be completed within five business days of your arrival at CNIC HQ.*

**PLEASE RETURN THE COMPLETED CHECK SHEET TO THE CNIC HQ CHECK-IN/OUT COORDINATOR**

Your name:	Expected on-site arrival date:	N-Code reporting to:
Supervisor name:	Supervisor phone:	Building, Room, Cub.:
Sponsor name:	Sponsor phone:	
Exec. Ass't (EA) name:	EA phone:	
Where will you be working? Washington Navy Yard (WNY) _____		(202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325
Remote site [name site] _____		

	Requirement	Your Action	Check-In Action Office/POC	Initials/Date
<b>Pre-Arrival REQUIRED</b>				
1	<b>Visit Authorization Request (VAR)</b>	<p>Verify that a VAR has been submitted through your company's security office to HQ Security</p> <p><i>Note: CNIC personnel who will work at remote HQ sites should contact their local CNIC HQ Security points of contact (POCs)</i></p>	<p><b>Your Company AND HQ Security</b>  <b>N00C HQ Security Office</b>            Local CNIC HQ Security Office Bldg.            111, Suite 102,            (202) 433-9687</p> <p><b>Local CNIC HQ Security POC</b></p>	
2	<b>Information Assurance (IA) Training</b>	<p><b>First:</b> Complete IA training:  <i>With a Common Access Card (CAC) -</i></p> <ul style="list-style-type: none"> <li>• Via NKO: <a href="http://www.nko.navy.mil">http://www.nko.navy.mil</a> <ul style="list-style-type: none"> <li>• Via TWMS: <a href="https://mytwms.navy.mil/online_training/">https://mytwms.navy.mil/online_training/</a></li> </ul> </li> </ul> <p><i>Without a CAC -</i></p> <ul style="list-style-type: none"> <li>• Via DISA: <a href="http://iase.disa.mil/eta/cyberchallenge/launchPage.htm">http://iase.disa.mil/eta/cyberchallenge/launchPage.htm</a></li> </ul> <p><b>Second:</b> Notify N Code EA of completion –</p> <ul style="list-style-type: none"> <li>• If you took IA training via NKO or DISA, fax or e-mail completion certificate to EA</li> <li>• If you took IA training through TWMS, inform EA, who will notify N64 to view completion certificate</li> </ul>	<p><b>N64 Information Assurance (IA) POC</b>            Bldg. 111, 4th Fl., Cubicle 401-32            (202) 433-3411</p>	
3	<p><b>SAAR-N (OPNAV 5239/14 Rev 9/2011)</b></p> <p><i>This form replaces OPNAV 5239/14 Rev 7/2008, which is now OBSOLETE</i></p>	<p>All CNIC HQ personnel must submit a System Authorization Access Request-Navy (SAAR-N) form</p> <p>The SAAR-N can be completed &amp; forwarded electronically on a CAC-enabled computer:</p> <ul style="list-style-type: none"> <li>• Activate JavaScript on the computer</li> <li>• Once you have called up the SAAR-N, click "ENABLE ALL FEATURES" above first screen page of form</li> </ul> <p>Question-by-question SAAR-N instructions are included on the SAAR-N form following Block 33b</p> <p>CNIC-specific guidelines are set out below</p> <p><b>First:</b> Complete preliminary section -</p> <ul style="list-style-type: none"> <li>• TYPE OF REQUEST - Select "INITIAL"</li> <li>• DATE - Enter date you are completing form</li> <li>• SYSTEM NAME - Enter "NMCI"</li> <li>• LOCATION - Enter CNIC HQ location (Washington Navy Yard, Anacostia, or remote HQ site)</li> </ul>	<p><b>N64 Information Assurance (IA) POC</b> (see contact info at #2 above)</p>	

		<p><b>Second:</b> Complete Part I -</p> <ul style="list-style-type: none"> <li>Enter required information in Blocks 1-9</li> <li>If you have taken Information Assurance training, complete Block 10 now</li> <li>If not, follow guidelines for requirement #1, above, then complete Block 10</li> </ul> <p><b>Third:</b> Complete <i>User Agreement</i> section of Part II (skip Blocks 11-21) -</p> <ul style="list-style-type: none"> <li>Read <i>User Agreement &amp; User Responsibilities</i> (Block 22)</li> <li>If you are working on-screen at a CAC-enabled computer, type name in Block 23, click Block 24 to bring up digital signature box, click SIGN, then enter date in Block 25</li> <li>Otherwise, print out form &amp; fill in Blocks 23-25</li> </ul> <p><b>Fourth:</b> Forward form for CNIC supervisor signature-</p> <ul style="list-style-type: none"> <li>If completing form on a CAC-enabled computer, click gray E-MAIL SUBMIT tab on SAAR-N screen &amp; e-mail form to CNIC supervisor</li> <li>Otherwise, bring hard copy to on-site check-in</li> </ul>		
4	<b>Common Access Card (CAC)</b>	<p><i>You must have a valid CAC to complete check-in</i></p> <p>If your CAC needs updating, contact your company's security office</p> <p>If you have never had a CAC, see "Pre-Arrival IF APPLICABLE" requirement 11c below, for obtaining a new Navy civilian CAC</p>	<p>To update CAC: <b>Your Company</b></p> <p>To obtain new Navy CAC: <b>See Requirement #10c, below)</b></p>	
5	<b>Contractor Verification System (CVS)</b>	<p><i>You must be registered in CVS to be granted access to CNIC HQ &amp; to NMCI computers</i></p> <p>Contact your company's CNIC HQ Project Manager or CNIC HQ N Code EA to ensure that you have an active record in CVS</p> <p><u>Note:</u> A VAR on file is required before CNIC can create a record for you in CVS; see requirement #1 above for VAR guidelines</p>	<p><b>Your Company's CNIC HQ Project Manager OR</b></p> <p><b>Your N Code EA</b></p>	
6	<b>Security Forms &amp; Briefing</b>	<p><i>Complete security requirements in 6a-c below</i></p> <p><u>Note:</u> CNIC personnel who will work at remote HQ sites should contact local CNIC HQ Security POCs</p>	<p><b>N00C HQ Security Office</b> (see contact info at #1 above)</p> <p><b>Local CNIC HQ Security POC</b></p>	
6a	<ul style="list-style-type: none"> <li>Security Check-In &amp; Request for Access</li> </ul>	Print out, fill in personal information, & bring form to on-site check-in for supervisor's signature & HQ Security sign-off		
6b	<ul style="list-style-type: none"> <li>Classified Information Non-Disclosure Agreement</li> </ul>	Print out form & bring when you report to HQ Security, for witnessed signature		
6c	<ul style="list-style-type: none"> <li>DoD Initial Security Awareness Indoctrination Briefing</li> </ul>	<p><b>First:</b> Read <i>DoD Initial Security Awareness Indoctrination</i> at: <a href="https://www.cnatra.navy.mil/docs/INITIAL_SECURITY_BRIEFING.pdf">https://www.cnatra.navy.mil/docs/INITIAL_SECURITY_BRIEFING.pdf</a>. This briefing is also located at the <b>CNIC Public Website</b> under <b>Forms-Documents Library</b>, then click under <b>Security: Initial Security Indoctrination Brief_2016.ppt</b>.</p> <p><b>Second:</b> Print out &amp; sign certificate of completion for on-site submittal to HQ Security. It is also available on the <b>CNIC Public Website</b> under <b>Forms-Documents Library</b>, then click under <b>Security: DoD Initial Security Indoctrination.docx</b>.</p>		
7	<b>Name Tag (if applicable)</b>	Contact your company's CNIC Project Manager to obtain a CNIC-appropriate name tag	<b>Your Company's CNIC HQ Project Manager</b>	
8	<b>Workspace, Computer, &amp; Desk Phone Set-Up</b>	Contact your CNIC N Code EA to obtain your workspace location & telephone number	<b>N Code EA</b>	
<b>Pre-Arrival IF APPLICABLE</b>				
9	IF your CNIC HQ position requires your <b>Top Secret clearance</b>	Print out <i>Personal Attestation Upon the Granting of a Security Clearance and/or Access</i> form & bring to HQ Security when you check in, for completion & signing	<b>N00C HQ Security Office</b> (see contact info at #1 above)	<b>Local CNIC HQ Security POC</b>

10	IF you do not currently hold a valid CNIC-issued Common Access Card (CAC)	Follow the guidelines that pertain to your current CAC status (10a-c below)		
10a	• IF you hold a valid CAC issued by another Navy component	<b>First:</b> Turn in your CAC to the security office at your current government organization <b>Second:</b> Follow the guidelines for new Navy CAC application at 10c below		
10b	• IF you hold a valid CAC issued by another DOD organization	<b>First:</b> Turn in your CAC to the security office at your current government organization <b>Second:</b> Follow the guidelines for new Navy CAC application at 10c below		
10c	• IF you are applying for a new Navy civilian CAC	Complete requisite activities for obtaining security clearance level required for CNIC position Contact your company's security office for guidelines & assistance on obtaining a security clearance & applying for a CAC	<b>Your Company's Security Office</b>	

### On-Site **REQUIRED**

11	<b>N Code Supervisor Signatures</b>	<b>First:</b> Obtain N Code supervisor's signature on <i>Security Check-In &amp; Request for Access</i> form <b>Second:</b> Ensure that N Code supervisor has signed your SAAR-N- <ul style="list-style-type: none"> <li>If you worked the SAAR-N on a CAC-enabled computer &amp; electronically forwarded it to your supervisor, validate that supervisor digitally signed &amp; forwarded form to HQ Security</li> <li>Otherwise, have supervisor complete SAAR-N Part II Blocks 11-21 in hard copy now</li> </ul>	<b>N Code Supervisor</b>	
12	<b>Total Workforce Management Services (TWMS)</b>	<i>You must have an established TWMS record to complete daily muster &amp; required training, &amp; for access to CNIC Gateway 2.0</i> Meet with your N Code EA & provide required information for EA to create "gain" record in TWMS	<b>N Code EA</b>	
13	<b>Security Sign-Offs</b>	<i>Check in with HQ Security for sign-offs &amp; witnessed signature (13a-e below)</i>	<b>N00C HQ Security Office</b> (see contact info at #1 above) <b>Local CNIC HQ Security POC</b>	
13a	• SAAR-N (OPNAV 5239/14 Rev 9/2011)	If your supervisor completed & signed a hard copy of your SAAR-N, submit the form now If you did not digitally sign the SAAR-N you e-mailed to your N Code supervisor during pre-arrival activities, sign hard copy for HQ Security now		
13b	• Security Check-In & Request for Access	Submit completed form signed by your N Code Supervisor		
13c	• Classified Information Non-Disclosure Agreement	Have your signature witnessed by HQ Security		
13d	• DoD Initial Security Awareness Indoctrination Briefing	Submit signed certificate of completion		
13e	• Other	See "On Site IF APPLICABLE" requirements 14, 15, 16, & 17, below		

### On-Site **IF APPLICABLE**

14	IF you will require <b>Pentagon access</b>	If you will require access to the Pentagon, you must read & sign "Acknowledgement – Visitor, No Escort Required Building Pass" & "Security Awareness Briefing Objectives"  These forms are two sides of a single document; contact your N Code EA or the HQ Check-In/Out Coordinator to obtain a copy <b>First:</b> Read BOTH SIDES of document <b>Second:</b> Sign & date both sides of document, &	<b>N00C HQ Security Office</b> Local CNIC HQ Security Office Bldg. 111, Suite 102, (202) 433-9687	
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# CNIC HQ **CONTRACTOR** CHECK-IN

**Phase 1**

		submit to HQ Security		
15	IF your CNIC position requires your <b>Top Secret clearance</b>	Bring <i>Personal Attestation Upon the Granting of a Security Clearance and/or Access</i> form to HQ Security for completion & witnessed signing	<b>N00C HQ Security Office</b> (see contact info at #1 above) <b>Local CNIC HQ Security POC</b>	
16	IF you will be working in Washington Navy Yard Building 111 <b>SIPR Café</b>	<i>SIPR Café forms are posted on the NMCI share drive; contact N Code EA or the CNIC HQ Check-In/Out Coordinator to access these forms</i>  <b>First:</b> Review <i>Process for Gaining Access to SIPR Café</i> <b>Second:</b> Read <i>CNIC SIPRNET User Agreement</i> <b>Third:</b> Print out second page of user agreement, complete, & submit to HQ Security Office <b>Fourth:</b> Read <i>NATO Security Brief Training</i> <b>Fifth:</b> Print out <i>NATO Briefing Certificate Signature Cards</i> , complete, & submit to N64 SIPRNET Support POC or HQ Security Office	<b>Primary – N64 POC</b> Bldg. 111, 4th Fl., Cubicle 401-32 (202) 433-3411  <b>Secondary – N00C HQ Security Office</b> (see contact info at #1 above)	
17	IF you wish to <b>obtain CAC on site</b>	If you recently completed requirements for a CAC, you may obtain the card at Washington Navy Yard (WNY) CAC Office or Joint Base Anacostia-Bolling (JBAB) CAC Office  <b>WNY CAC Office Hours:</b> Mon.-Fri. 0530-1630 <b>JBAB CAC Office Hours:</b> Mon.- Fri. 0730-1500 Walk-ins are accommodated until 1500; appointments can be made at <a href="http://appointments.cac.navy.mil">http://appointments.cac.navy.mil</a>  <i>Note: You will need to produce two forms of identification to complete your CAC application</i>	<b>Washington Navy Yard CAC Office</b> O Street Gate, Visitors Center Building 126 (202) 685-1208  <b>Joint Base Anacostia-Bolling CAC Office</b> Building 92 (202) 433-4012	
18	IF you will be <b>driving</b> to CNIC HQ Washington Navy Yard or Joint Base Anacostia-Bolling	<b>First:</b> Read <i>General Vehicle Information</i> <b>Second:</b> Print out <i>DON Local Population ID Card/Base Access PASS Registration form, SECNAV 5512/1</i> , The direct link is: <a href="https://navalforms.documentservices.dla.mil/formsDir/_SECNAV_5512_1_11787.pdf">https://navalforms.documentservices.dla.mil/formsDir/_SECNAV_5512_1_11787.pdf</a> & submit completed form to Pass-ID Office along with auto registration & proof of insurance  <b>Contractors:</b> In addition to the above, you may have to have a letter signed by a representative from CNIC – See your N-Code EA & CNIC Security Office for details.	<b>Naval Support Activity Washington (NSAW) Pass-ID Office</b> WNY Visitor Control Center O Street Gate, Building 126 (202) 433-3735	
	<b>Phase 1 Check-In Complete</b>	<b>Return this initialed check-in form to HQ Check-In/Out Coordinator</b>	<b>WNY, Bldg 111, Suite 101, Cub. #260, (202) 433-6888</b>	